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GENERAL CIRCULAR NUMBER 2025-033

DATE: May 27, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan – Results of the May 2025 Pay Hearing

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2025-021](#). The exhibits were considered and approved by the State Civil Service Commission at the public pay hearing on May 7, 2025. Also, where necessary, the Governor has granted approval.

EFFECTIVE DATE OF CHANGES: JUNE 23, 2025

The changes outlined in the attached instructions shall be implemented on the effective date by all state agencies. The official job specifications for the new jobs will be available on the State Civil Service [Job Information and Test Finder](#) on the effective date. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS as soon as possible and no later than 90 days following the effective date. All job corrections for positions affected by these changes shall have an **effective date of June 23, 2025**. Pay for employees subject to job correction shall be in accordance with State Civil Service Rule 6.8.1, Pay Upon Job Correction.

Human Resources professionals at state agencies should carefully review the attached instructions to determine what actions are necessary to implement these changes relative to personnel and positions for their agency. Agencies delaying the implementation of the pay plan changes as provided in this General Circular beyond the 90-day implementation period, including any required job corrections, may be restricted from processing other requests through State Civil Service until the necessary actions to fully implement these changes have been completed by the agency.

Please note that any pending personnel actions are to be completed prior to the effective date for positions that will be affected by these changes. In addition, active eligible lists will no longer be valid after the effective date for positions that will have a job title change. Agencies should take the necessary hire actions prior to the effective date of these changes or be subject to

reposting the vacancy. Employees on detail to special duty to or from positions that are affected by these changes shall be returned from detail for their detail pay to be recalculated as needed.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service by emailing SCSInfo@la.gov or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau
Director

**IMPLEMENTATION INSTRUCTIONS
FOR PAY PLAN CHANGES RESULTING FROM THE PAY HEARING ON
MAY 7, 2025**

The following instructions pertain to job assessments that have been completed by State Civil Service. Refer to each section below to determine if job corrections are required. Please note that significant duty changes should not be present when submitting a position description for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submission. Agencies that use the LaGov-HCM system may refer to the Entry Guidelines in the [HR Information Portal](#) for more information on system entry procedures.

NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs:

New Job Concept That Previously Did Not Exist – Position descriptions may be submitted to establish new positions if there is a new job concept that previously did not exist at the agency. The new position will be established as effective on the date assigned to the SCS consultant.

New Job Title to Encompass Existing Job Function – Position descriptions for existing classified positions that perform duties that align with these job functions, but are currently allocated to a different job code, are required to be submitted to SCS for job correction.

New Level in a Career Progression Group – If the new job title will result in a change in the existing position's career progression group, i.e. a new level that previously did not exist, the position description is required to be submitted to SCS for job correction. SCS will job correct the position to the highest level in the CPG that the duties support. The agency, at their discretion, can then reallocate the incumbent in accordance with the revised CPG criteria for the position.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
176509	DENTAL ASSISTANT 3	MS	508	E5
176511	NURSING ASSISTANT SUPERVISOR 1	MS	508	E5
176512	NURSING ASSISTANT SUPERVISOR 2	MS	509	E5
176513	VETERANS ASSISTANCE SPECIALIST	SS	415	E2

JOB PAY GRADE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Pay Grade Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, agencies must still take the necessary actions in LaGov-HCM or other HR system as applicable to implement the pay grade changes.

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
116400	DENTAL ASSISTANT 1	MS	504	MS	505
116410	DENTAL ASSISTANT 2	MS	505	MS	506
116420	DENTAL ASSISTANT SUPERVISOR	MS	507	MS	510
135950	NURSING UNIT AIDE	MS	502	MS	504
100360	NURSING ASSISTANT 1	MS	504	MS	505
100400	NURSING ASSISTANT 2	MS	505	MS	506
157540	VETERANS ASSISTANCE COUNSELOR 1	SS	410	SS	411
104920	VETERANS ASSISTANCE COUNSELOR 2	SS	411	SS	412
170620	VETERANS ASSISTANCE COUNSELOR 3	SS	412	SS	414
104960	VETERANS ASSISTANCE PARALEGAL COUNSELOR ¹	SS	414	SS	415
170630	VETERANS ASSISTANCE COUNSELOR SUPERVISOR ¹	SS	414	SS	416
104970	VETERANS ASSISTANCE REGIONAL MANAGER ¹	SS	416	SS	418

¹ – Approved job title change; see Job Title Changes to the Pay Plan.

JOB TITLE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Title Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, agencies must still take the necessary actions in LaGov-HCM or other HR system as applicable to implement the job title changes.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
104960	VETERANS ASSISTANCE PARALEGAL COUNSELOR	VETERANS ASSISTANCE APPEALS COUNSELOR
170630	VETERANS ASSISTANCE COUNSELOR SUPERVISOR	VETERANS ASSISTANCE SUPERVISOR
104970	VETERANS ASSISTANCE REGIONAL MANAGER	VETERANS ASSISTANCE MANAGER

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes:

Position descriptions for existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction.

JOB CODE	JOB TITLE
116400	DENTAL ASSISTANT 1
116410	DENTAL ASSISTANT 2
116420	DENTAL ASSISTANT SUPERVISOR
135950	NURSING UNIT AIDE
100360	NURSING ASSISTANT 1
100400	NURSING ASSISTANT 2
157540	VETERANS ASSISTANCE COUNSELOR 1
104920	VETERANS ASSISTANCE COUNSELOR 2
170620	VETERANS ASSISTANCE COUNSELOR 3
104960	VETERANS ASSISTANCE PARALEGAL COUNSELOR ¹
170630	VETERANS ASSISTANCE COUNSELOR SUPERVISOR ¹
104970	VETERANS ASSISTANCE REGIONAL MANAGER ¹

¹ – Approved job title change; see Job Title Changes to the Pay Plan.